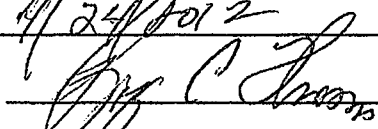
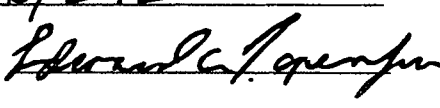


DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. C1179 Page 1 of 5
Agency Prince George's County Public Schools		Division/Unit Office of General Counsel
Item No.	Description	Retention
1.	<u>ADMINISTRATIVE PROCEDURES</u> Records that provide specific guidance for Board of Education Policies. A. System Guidance B. Community Relations C. Administration D. Business and Non-Instructional Options E. Personnel F. Students G. Instruction H. New Construction I. Internal Board Policies J. Student Discipline and Security	1. Permanent, transfer every 5 years to the Maryland State Archives.
2.	<u>APPEALS</u> Records that document due process A. Employees B. Maryland State Board of Education C. Maryland State Department of Education D. Students	2. Retain for 3 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts, then destroy.
3.	<u>ARBITRATION</u> Records that document due process A. Arbitration B. Grievances C. Negotiations	3. Retain for 3 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts, then destroy.
Schedule Approved by Department, Agency, or Division Representative. Date <u>4/24/2012</u> Signature <u></u> Typed Name <u>Roger C. Thomas</u> Title <u>General Counsel, PGCPs</u>		Schedule Authorized by State Archivist Date <u>5/15/2012</u> Signature <u></u>


DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. C1179 Page 2 of 5
Agency Prince George's County Public Schools		Division/Unit Office of General Counsel
Item No.	Description	Retention
4.	<u>BOARD OF EDUCATION</u> A. General Files 1. Correspondence 2. Capital Improvement Program Committee 3. Finance, Audit and Budget Committee 4. Maryland Association of Boards of Education 5. Maryland State Department of Education 6. Maryland Public Information Act/Freedom Of Information Act Requests 7. Personnel Committee B. FBI Investigation C. Policies	4. A.1 Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development & accomplishments of the office and has continuing administrative, fiscal, legal, or historical value. 4. A. 2 – 7 Retain for 3 years and until all audit requirements are met, then destroy. 4. B. Permanent, transfer every 5 years to the Maryland State Archives. 4. C. Permanent, transfer every 5 years to the Maryland State Archives.
5.	<u>BUDGET</u> A. Accounts payable B. Computer vendor C. Conference travel D. Invoices E. Mileage logs F. Receipts	5. Retain for 3 years and until all audit requirements are met, then destroy.
6.	<u>CHARTER SCHOOLS</u> A. Not approved B. Operating C. Revoked	6. Retain for 7 years after school has ceased operating, then transfer to the Maryland State Archives
7.	<u>CONTRACTS</u> A. Agreements B. Contracts C. Memorandum of Understanding	7. Retain for 12 years after expiration, then destroy.
8.	<u>CORRESPONDENCE</u> All correspondence originated and received	8. Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development & accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

DGS 550-1A

Greg C Thomas 4/24/2012

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. C1179
		Page 3 of 5
Agency Prince George's County Public Schools		Division/Unit Office of General Counsel
Item No.	Description	Retention
9.	<u>DISCRIMINATION</u> A. Appeal matters B. Correspondence C. Equal Employment Opportunity Commission complaints D. Harassment investigations E. Office of Civil Rights complaints F. Prince George's County Human Relations Commission complaints	9. Retain for 10 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts, then destroy.
10.	<u>ETHICS</u> A. Conflict of Interest Statements B. Disclosure Statements	10. Retain for 5 years after termination of employee, then destroy.
11.	<u>FINANCE</u> A. Audit Reports B. Board Vehicle Mileage } C. Escheat Matters } D. Garnishments } E. Internal Revenue Service Audit of 403(b) Plan } F. KPMG Audit } G. Maintenance of Effort } H. Maryland Sales and Use Tax Returns } I. Maryland Tax withholdings } J. Payroll tax payment – penalty issue with Internal Revenue Service	11. A. Permanent, transfer every 5 years to the Maryland State Archives. 11. B.–D. Retain for 5 years and until all audit matters have been met, then destroy. 11. E. F. Permanent, transfer every 5 years to the Maryland State Archives. 11. G.–I. Retain for 5 years and until all audit matters have been met, then destroy. 11. J. Permanent, transfer every 5 years to the Maryland State Archives.
12.	<u>HUMAN RESOURCES</u> A. Personnel files B. Department of Labor Case	12. A. Retain for 5 years after termination of employment and until all audit matters have been met, then destroy. 12. B. Permanent, transfer every 5 years to the Maryland State Archives.
13.	<u>LEGISLATIVE</u> A. Drafts and notes on state legislation B. Legislative Committee agendas, minutes, topics	13. Retain for 2 years, then destroy.

DGS 550-1A

4/19/2012


**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. C1179

Page 4 of 5

Agency
Prince George's County Public Schools

Division/Unit
Office of General Counsel

Item No.	Description	Retention
14.	<u>LIABILITY</u> A. Evaluation Records B. Notice of Claim Letters C. Security Reports D. Subrogation Claims	14. Retain for 3 years after completion of any activity regarding the hearing including appealed decision from State or Federal courts, then destroy.
15.	<u>PLEADINGS</u> Collection of formal written statements filed with the courts by parties in a civil action.	15. Permanent, transfer every 5 years to the Maryland State Archives.
16.	<u>SUPPLEMENTAL EDUCATION SERVICES (SES) PROVIDER CONTRACTORS</u> Contractors approved by the state to perform services for Title I Schools.	16. Retain for 2 years after the life of the contract and until all audit requirements are met, then destroy.
17.	<u>SPECIAL COLLECTIONS</u> Landmark actions taken by the Prince George's County School System that have national policy implications for education matters. A. 2002 Desegregation Case B. Department of Labor Investigation C. Homeless Policy and Procedure	17. Permanent, transfer every 5 years to the Maryland State Archives.
18.	<u>SPECIAL EDUCATION</u> Special Education matters including legal and administrative documents pertaining to accommodations for students with special needs.	18. Retain for 5 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts and until all audit requirements have been fulfilled, then destroy.

DGS 550-1A

[Handwritten Signature] 4/24/2012

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. C1179

Page 5 of 5

Agency

Prince George's County Public Schools

Division/Unit

Office of General Counsel

Item No.	Description	Retention
19.	<u>STUDENT RECORDS</u> A. Custody matters B. Discipline Review Committee C. Student Support matters D. Subpoenas	19. Retain for 3 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts, then destroy.
20.	<u>SUPERINTENDENT</u> A. Executive Council Meeting Minutes B. Executive Retreat files C. Superintendent matters	20. A. Permanent, transfer every 5 years to the Maryland State Archives. 20. B.C. <i>Retain for 2 years, then destroy. then destroy.</i>
21.	<u>TITLE 9 COMPLIANCE</u> Matters covering compliance with Title 9 legislation	21. Retain for 3 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts, then destroy.
22.	<u>WORKERS' COMPENSATION</u> Matters covering workers compensation	22. Retain for 7 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts and until all audit requirements have been met, then destroy.

DGS 550-1A

4/19/2012
Greg C. Turner

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>22</u>	
1. Department/Agency Prince George's County Public Schools		2. Division Office of General Counsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Administrative Procedures			5. Earliest Year/Latest Year 1977 to Present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Provide specific guidance for Board of Education policies Procedure categories include: System Guidance, Community Relations, Administration, Business and Non-Instructional Options, Personnel, Students, Instruction, New Construction, Internal Board Policies, Student Discipline and Security. Current Range A.P. 0116 – A.P. 10501					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 8 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 1/2 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After n/a Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 2 nd floor file room adjacent to attorney offices			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Numerical listing of Administrative Procedures by Board of Education Policy Number, procedure title and revised date. Superseded copies are kept in file for research purposes.			18. Recommended Retention Permanent – records have research, administrative and organizational value. Reference – MSA / Retention Schedule Preparation/ Records Appraisal / Permanent Records		
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention		20. Telephone Number 301-322-4094		21. Date 11/17/11	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 2 OF 22

1. Department/Agency
Prince George's County Public Schools

2. Division
Office of General Counsel

3. Unit

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Appeals

5. Earliest Year/Latest Year
2003 to 2011

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Employee, MSBE, MSDE and Student

7. Record Series Format(s) List all

- ☒ Letter Size ☐ Microfilm
☒ Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

- ☒ Alphabetical
Numerical
Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume
4
Number

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation
1
Number

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

Daily Weekly ☒ Monthly Annually

12. File Becomes Inactive After

n/a
Number ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

1st floor office adjacent to General Counsel and 2nd floor file room adjacent to attorneys

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
Yes No Personnel with Human Resources but Dept of Labor case is record of origin

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

☐ Yes ☒ No

16. Audit Requirements

☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

Yes ☒ No

18. Recommended Retention

Retain for 3 years after completion of any activity regarding the hearing including appealed decision from state or federal courts

Reference - MSDE 2373-13 #11B

19. Name and Title of Preparer

Douglas J. J. Peters, CRM, Legal Records Retention

20. Telephone Number

301-322-4094

21. Date

11/17/11

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 3 OF 22

1. Department/Agency
Prince George's County Public Schools

2. Division
Office of General Counsel

3. Unit

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Arbitration

5. Earliest Year/Latest Year
2006 to 2011

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Arbitration, Grievances, Negotiations

7. Record Series Format(s) List all

Letter Size ☐ Microfilm
x Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

Alphabetical
Numerical
x Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume
2
Number

x File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation
1/4
Number

x File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

x Daily Weekly Monthly Annually

12. File Becomes Inactive After

n/a
Number ☐ Month(s) x Year(s)

13. Current Location(s) (Bldg., Floor, Room)

1st floor office adjacent to General Counsel and 2nd floor file room adjacent to attorneys

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

Yes x No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

☐ Yes x No

16. Audit Requirements

x None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

Yes x No

18. Recommended Retention

Retain for 3 years after completion of any activity regarding the hearing including appealed decision from state or federal courts.

Reference - MSDE 2373-13 #11B

19. Name and Title of Preparer

Douglas J. J. Peters, CRM, Legal Records Retention

20. Telephone Number

301-322-4094

21. Date

11/17/11

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 4 OF 22

1. Department/Agency
Prince George's County Public Schools

2. Division
Office of General Counsel

3. Unit

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Board of Education

5. Earliest Year/Latest Year
1971 to 2011

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Correspondence, CIP Committee, FBI investigation, Finance, Audit and Budget Committee, MABE, MP/IA/FOIA requests, Personnel Committee, Policies

7. Record Series Format(s) List all

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

- ☐ Alphabetical
Numerical
☒ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume
2
Number

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation
1/4
Number

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

- ☐ Daily ☒ Weekly ☐ Monthly ☒ Annually

12. File Becomes Inactive After

n/a
Number ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

1st floor file room adjacent to General Counsel and 2nd floor file room adjacent to attorney offices

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
☒ Yes ☐ No Business Management Services

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- ☐ Yes ☒ No

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
Yes ☒ No

18. Recommended Retention

Retain all files except FBI Investigation and Policies for 3 years and until all audit requirements have been met.
Reference - MSDE 2373 - 13 #1, #12 MSA Non-permanent records
FBI Investigation files and Policies - Permanent
Reference - MSA Permanent Records

19. Name and Title of Preparer
Douglas J. J. Peters, CRM, Legal Records Retention

20. Telephone Number
301-322-4094

21. Date
11/17/11

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 5 OF 22

1. Department/Agency
Prince George's County Public Schools

2. Division
Office of General Counsel

3. Unit

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Budget

5. Earliest Year/Latest Year
1998 to _2011_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Files are separated by year and include information that pertains to line items in the annual budget including: invoices, computer vendor Receipts, accounts payable, mileage logs and conference travel.

7. Record Series Format(s) List all

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

- ☐ Alphabetical
Numerical
☒ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

2
Number

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation

1/4
Number

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

- ☐ Daily ☒ Weekly ☐ Monthly ☒ Annually

12. File Becomes Inactive After

n/a
Number ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd floor file room adjacent to attorney offices

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
☒ Yes ☐ No Business Management Services

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
☐ Yes ☒ No

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
Yes ☒ No

18. Recommended Retention

Retain for 3 years and until all audit requirements have been met.

Reference - MSDE 2373-4 #4

19. Name and Title of Preparer

Douglas J. J. Peters, CRM, Legal Records Retention

20. Telephone Number

301-322-4094

21. Date

11/17/11

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 6 OF 22

1. Department/Agency
Prince George's County Public Schools

2. Division
Office of the General Counsel

3. Unit

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Charter Schools

5. Earliest Year/Latest Year
2007 to 2011

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Includes information on 10 charter schools - 1 not approved, 2 revoked and 7 operating

7. Record Series Format(s) List all

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

2
Number

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation

1/8
Number

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

- ☐ Daily ☒ Weekly ☐ Monthly ☐ Annually

12. File Becomes Inactive After

n/a
Number ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd floor file room adjacent to attorney offices

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
☐ Yes ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
☐ Yes ☒ No

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
☐ Yes ☒ No

18. Recommended Retention

Retain 7 years after school has ceased operating then transfer to State Archives.

Reference - MSDE 2373-5 #9

19. Name and Title of Preparer
Douglas J. J. Peters, CRM, Legal Records Retention

20. Telephone Number
301-322-4094

21. Date
11/17/11

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>7</u> OF <u>22</u>	
1. Department/Agency Prince George's County Public Schools		2. Division Office of the General Counsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Contracts, Agreements and MOU's				5. Earliest Year/Latest Year <u>2000</u> to <u>2011</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Organized by title of the contract and signed by the superintendent. Includes both active and inactive matters.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>4</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1/3</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>n/a</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 2 nd floor file room adjacent to attorney offices			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Alphabetical			18. Recommended Retention Retain for 12 years after contract has expired. Reference - Circuit Court 2330 pp.15 - Contracts		
19. Name and Title of Preparer Douglas J. J. Peters		20. Telephone Number 301-322-4094		21. Date 11/17/11	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 8 OF 22

1. Department/Agency
Prince George's County Public Schools

2. Division
Office of General Counsel

3. Unit

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Correspondence

5. Earliest Year/Latest Year
1971 to 2011

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Outgoing and incoming correspondence of the Office of General Counsel's office

7. Record Series Format(s) List all

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

- ☐ Alphabetical
Numerical
☒ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

1
Number

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation

1/4
Number

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

- ☐ Daily ☒ Weekly ☐ Monthly ☐ Annually

12. File Becomes Inactive After

n/a
Number ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd floor file room adjacent to attorney offices

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
Yes ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
☐ Yes ☒ No

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
Yes ☒ No

18. Recommended Retention

Retain for 3 years and until all audit requirements have been met.

Reference - MSDE 2373-2 #1A

19. Name and Title of Preparer
Douglas J. J. Peters, CRM, Legal Records Retention

20. Telephone Number
301-322-4094

21. Date
11/17/11

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>9</u> OF <u>22</u>	
1. Department/Agency Prince George's County Public Schools		2. Division Office of General Counsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Discrimination				5. Earliest Year/Latest Year _1971_ to _2011_	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Appeal Matters, correspondence, harassment investigations, EEOC complaints, OCR complaints, PGHRC complaints					
7. Record Series Format(s) List all Letter Size <input type="checkbox"/> Microfilm x Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical Numerical x Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 1 Number x File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 1/4 Number x File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly x Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After n/a Number <input type="checkbox"/> Month(s) x Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 1 st floor file room adjacent to General Counsel's office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes x No			16. Audit Requirements x None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes x No			18. Recommended Retention Retain in office for 10 years after resolution of the case, then destroy. Reference – Carroll County Public Schools (CCPS) Schedule No C1105; Item No. 14. EEOC Case Files		
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention		20. Telephone Number 301-322-4094		21. Date 4/16/2012	

DGS 550-4 (Rev. 1/93)

4/19/2012
 Bryan C. Thomas

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>10</u> OF <u>22</u>	
1. Department/Agency Prince George's County Public Schools		2. Division Office of General Counsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Ethics			5. Earliest Year/Latest Year _2000_ to _2011_		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Disclosure Statements and Conflict of Interest Statements for Board of Education members, executives and school principals					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1/4</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>n/a</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 2 nd floor file room adjacent to attorney offices			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No State Board of Ethics		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 5 years after termination of employee. Reference - District Court 2219 #2 - Personnel Records & Files		
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention		20. Telephone Number 301-322-4094		21. Date 11/17/11	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>11</u> OF <u>22</u>	
1. Department/Agency Prince George's County Public Schools		2. Division Office of General Counsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Finance			5. Earliest Year/Latest Year <u>2004</u> to <u>2011</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Audit Reports, Board Vehicle Use, Escheat Matters, Garnishments, IRS Audit of 403 (b) Plan, KPMG Audit, Maintenance of Effort, Maryland Sales and Use Tax Returns, Maryland Tax withholding, Payroll tax payment / Penalty issue with IRS					
7. Record Series Format(s) List all Letter Size <input type="checkbox"/> Microfilm x Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical Numerical x Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2</u> Number x File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1/4</u> Number x File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly x <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>n/a</u> Number <input type="checkbox"/> Month(s) x <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 1 st floor office adjacent to General Counsel			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) x Yes <input type="checkbox"/> No Business Management Services		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes x <input type="checkbox"/> No			16. Audit Requirements x None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input type="checkbox"/> x No			18. Recommended Retention Retain Audit files permanently, Tax records and other matters 5 years and until all audit matters have been met. MSDE 2373-3 #1B, MSDE 2373-4 #2		
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention		20. Telephone Number 301-322-4094		21. Date 11/17/11	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 12 OF 22

1. Department/Agency
Prince George's County Public Schools

2. Division
Office of General Counsel

3. Unit

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Human Resources

5. Earliest Year/Latest Year
2001 to _2011_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

7. Record Series Format(s) List all

Letter-Size ☐ Microfilm
x Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

☐ Alphabetical
Numerical
x Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume
6
Number

x File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation
1/4
Number

x File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

x Daily Weekly Monthly Annually

12. File Becomes Inactive After

n/a
Number ☐ Month(s) x Year(s)

13. Current Location(s) (Bldg., Floor, Room)
1st floor office adjacent to General Counsel

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
Yes No Personnel with Human Resources but Dept of Labor case is record of origin

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
☐ Yes x No

16. Audit Requirements
x None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
Yes x No

18. Recommended Retention
Retain Dept of Labor permanently
Personnel files - 5 years after termination and until all audit requirements have been fulfilled.
Reference - District Court 2219 #2

19. Name and Title of Preparer
Douglas J. J. Peters, CRM, Legal Records Retention

20. Telephone Number
301-322-4094

21. Date
11/17/11

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>13</u> OF <u>22</u>	
1. Department/Agency Prince George's County Public Schools		2. Division Office of General Counsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Legislative			5. Earliest Year/Latest Year <u>2001</u> to <u>2011</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Drafts of State Senate and House bills, Legislative Committee (agendas, meeting minutes, topics)					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>25</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File Is Used Daily Weekly Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>n/a</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 1 st floor office adjacent to General Counsel and 2 nd floor file room adjacent to attorneys			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No Personnel with Human Resources but Dept of Labor case is record of origin		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain until research value ceases. Record copy retained by state archives		
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention		20. Telephone Number 301-322-4094		21. Date 11/17/11	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency
Prince George's County Public Schools

2. Division
Office of General Counsel

3. Unit

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Liability

5. Earliest Year/Latest Year
2002 to 2011

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Evaluation Letters, Notice of Claim Letters, Security Reports, Subrogation Claims

7. Record Series Format(s) List all

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Sound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume
5
Number

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation
1/2
Number

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

Daily ☒ Weekly Monthly Annually

12. File Becomes Inactive After

n/a
Number ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
1st floor file room adjacent to General Counsel

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
Yes ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
☐ Yes ☒ No

16. Audit Requirements
☒ None ☐ State Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
☒ Yes No Alphabetical

18. Recommended Retention
Retain for 3 years after completion of any activity regarding the hearing including appealed decision from state or federal courts
Reference - MSDE 2373-13 #11

19. Name and Title of Preparer
Douglas J. J. Peters, CRM, Legal Records Retention

20. Telephone Number
301-322-4094

21. Date
11/17/11

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>15</u> OF <u>22</u>	
1. Department/Agency Prince George's County Public Schools		2. Division Office of General Counsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Pleadings			5. Earliest Year/Latest Year <u>2003</u> to <u>2011</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) New series created by General Counsel - Formal written statements filed with a court by parties in a civil action.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical Numerical Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>n/a</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used Daily Weekly Monthly Annually		12. File Becomes Inactive After <u>n/a</u> Number <input type="checkbox"/> Month(s) x Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 1 st floor file room adjacent to General Counsel's office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes x No		16. Audit Requirements None <input type="checkbox"/> State Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements x Yes No Alphabetical		18. Recommended Retention Permanent - long-term research value			
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention		20. Telephone Number 301-322-4094		21. Date 11/17/11	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>16</u> OF <u>22</u>	
1. Department/Agency Prince George's County Public Schools		2. Division Office of General Counsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Supplemental Education Services (SES) Provider Contractors				5. Earliest Year/Latest Year <u>2003</u> to <u>2011</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contractors approved by the state to perform services to Title I Schools					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical Numerical Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>3</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1/2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used Daily Weekly Monthly x Annually			12. File Becomes Inactive After <u>n/a</u> Number <input type="checkbox"/> Month(s) x Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 2 nd floor file room adjacent to attorneys			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes x No			16. Audit Requirements None <input type="checkbox"/> State x Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements x Yes No Alphabetical			18. Recommended Retention Retain for 2 years after the life of the contract and until all audit requirements are met. Reference – Office of the Attorney General 2320 #23 G		
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention		20. Telephone Number 301-322-4094		21. Date 11/17/11	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>17</u> OF <u>22</u>	
1. Department/Agency Prince George's County Public Schools		2. Division Office of General Counsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Special Collection			5. Earliest Year/Latest Year <u>2003</u> to <u>2011</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) New series created by General Counsel - Landmark actions taken by the Prince George's County Public Schools. Series include 2002 Desegregation Case, U.S. Department of Labor Investigation, Homeless Policy and Procedures					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical Numerical Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>n/a</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>n/a</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used Daily Weekly Monthly Annually			12. File Becomes Inactive After <u>n/a</u> Number <input type="checkbox"/> Month(s) x Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 1 st floor file room adjacent to General Counsel's office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes x No			16. Audit Requirements None <input type="checkbox"/> State Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes No Alphabetical			18. Recommended Retention Permanent - long-term historical value		
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention		20. Telephone Number 301-322-4094		21. Date 11/17/11	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 18 OF 22

1. Department/Agency
Prince George's County Public Schools

2. Division
Office of General Counsel

3. Unit

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Special Education

5. Earliest Year/Latest Year
2005 to 2011

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Special Education Matters

7. Record Series Format(s) List all

Letter Size ☐ Microfilm
x Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

Alphabetical
Numerical
x Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

1/2
Number

x File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation

1/8
Number

x File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

Daily x Weekly Monthly Annually

12. File Becomes Inactive After

n/a
Number ☐ Month(s) x Year(s)

13. Current Location(s) (Bldg., Floor, Room)
1st floor file room adjacent to General Counsel's office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
Yes x No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
☐ Yes x No

16. Audit Requirements
x None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
x Yes No

Chronological

18. Recommended Retention
Retain for 5 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts and until all audit requirements have been fulfilled.
Reference 2373-13 #3 and #4B

19. Name and Title of Preparer
Douglas J. J. Peters, CRM, Legal Records Retention

20. Telephone Number
301-322-4094

21. Date
11/17/11

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>19</u> OF <u>22</u>	
1. Department/Agency Prince George's County Public Schools		2. Division Office of General Counsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Student Records			5. Earliest Year/Latest Year _2005_ to _2011_		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Custody matters, subpoenas, discipline review committee, student support matters					
7. Record Series Format(s) List all Letter Size <input type="checkbox"/> Microfilm x Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence Alphabetical Numerical x Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _1_ Number x File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used Daily x Weekly Monthly Annually		12. File Becomes Inactive After _n/a_ Number <input type="checkbox"/> Month(s) x Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 1 st floor file room adjacent to General Counsel's office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes x No		16. Audit Requirements x None <input type="checkbox"/> State Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements x Yes No Chronological		18. Recommended Retention Retain for 3 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts. Reference 2373-13 #11 B			
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention		20. Telephone Number 301-322-4094		21. Date 11/17/11	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency
Prince George's County Public Schools

2. Division
Office of General Counsel

3. Unit

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Superintendent

5. Earliest Year/Latest Year
2006 to 2011

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Executive Council Meeting Minutes and Documents, Executive retreat file, Superintendent matters

7. Record Series Format(s) List all

Letter Size ☐ Microfilm
x Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

Alphabetical
Numerical
x Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume
1
Number

x File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation
1/8
Number

x File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

Daily Weekly Monthly x Annually

12. File Becomes Inactive After

n/a
Number ☐ Month(s) x Year(s)

13. Current Location(s) (Bldg., Floor, Room)

1st floor file room adjacent to General Counsel's office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
Yes x No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

☐ Yes x No

16. Audit Requirements

x None ☐ State Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

Yes x No

18. Recommended Retention

Retain Executive Council Meeting Minutes Permanently
All other files until administrative value ceases
Reference MSDE 2373-15 #3

19. Name and Title of Preparer

Douglas J. J. Peters, CRM, Legal Records Retention

20. Telephone Number

301-322-4094

21. Date

11/17/11

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>21</u> OF <u>22</u>	
1. Department/Agency Prince George's County Public Schools		2. Division Office of General Counsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Title 9 Compliance			5. Earliest Year/Latest Year <u>2005</u> to <u>2011</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Matters covering compliance with Title 9 legislation					
7. Record Series Format(s) List all Letter Size <input type="checkbox"/> Microfilm x Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence Alphabetical Numerical x Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1/2</u> Number x File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used Daily Weekly Monthly x Annually		12. File Becomes Inactive After <u>n/a</u> Number <input type="checkbox"/> Month(s) x Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 1 st floor file room adjacent to General Counsel's office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes x No		16. Audit Requirements x None <input type="checkbox"/> State Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements Yes x No		18. Recommended Retention Retain for 3 years after completion of any activity regarding the hearing including appealed decision from state or federal courts. Reference – MSDE 2373-13 #2			
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention		20. Telephone Number 301-322-4094		21. Date 11/17/11	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 22 OF 22

1. Department/Agency
Prince George's County Public Schools

2. Division
Office of General Counsel

3. Unit

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Workers' Compensation

5. Earliest Year/Latest Year
2005 to 2011

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Workers' Compensation matters

7. Record Series Format(s) List all

Letter Size ☐ Microfilm
x Legal Size ☐ Computer Tape
☐ Audio Tape ☐ Floppy Disk
☐ Bound Book ☐ Video Tape
☐ Other (specify) _____

8. Record Series Sequence

Alphabetical
Numerical
x Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

1/2
Number

x File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Annual Accumulation

1/8
Number

x File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

Daily Weekly x Monthly Annually

12. File Becomes Inactive After

n/a
Number ☐ Month(s) x Year(s)

13. Current Location(s) (Bldg., Floor, Room)

1st floor file room adjacent to General Counsel's office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
Yes x No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
☐ Yes x No

16. Audit Requirements

x None ☐ State Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
Yes x No

18. Recommended Retention

Retain for 7 years after completion of any activity regarding the hearing including appealed decision from state or federal courts and until all audit requirements have been met
Reference MSDE 2373-7 #5

19. Name and Title of Preparer

Douglas J. J. Peters, CRM, Legal Records Retention

20. Telephone Number

301-322-4094

21. Date

11/17/11